

652003/10/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: PARK AND RECREATION DIRECTOR

DEFINITION

Under direction of the City Manager, to plan, develop, coordinate and oversee the provisions of a comprehensive recreation program and the construction and maintenance of all parks, recreation areas, parkways and related facilities and buildings; to provide highly responsible and technical staff assistance; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the executive level classification in the park and recreation professional series. The incumbent is expected to assume overall responsibility for all facets of a municipal park and recreation program including providing leadership in establishing general direction, goals, division priorities and in promoting good customer service. The incumbent works under direction and exercises independent judgement in the performance of a variety of professional, complex and difficult duties.

REPORTS TO: City Manager and the Assistant to City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager and Assistant to City Manager. Exercises general direction over professional, para-professional, technical and administrative support staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of goals, objectives, policies and priorities.
- Plan, direct, supervise and coordinate the work and programs of the recreation, parks and operations divisions.
- Prepare and submit reports and recommendations to the City Manager and City Council regarding activities of the department.
- Plan and direct the development of new facilities and programs, and improvements to existing facilities and programs.
- Act as liaison between appropriate commissions and the City Council and City Manager.
- Develop partnerships and collaborations with other agencies and community based organizations.
- Coordinate Park and Recreation activities and programs with other City departments and divisions, community groups and schools and other outside agencies.
- Respond to the most difficult citizen complaints and requests for information.
- Evaluate the need for, and develop plans and schedules for, long-range parks and recreation programs.
- Supervise the maintenance of files and records of departmental activities.
- Organize and oversee available resources for maintenance, improvement and repair of parks and recreation facilities.

- Prepare and administer the departmental budget.
- Select, train, supervise and evaluate professional, para-professional, technical and administrative support staff.

QUALIFICATIONS

Knowledge of:

- Modern methods, techniques, principles, and procedures used in the development, maintenance and administration of park and recreation programs and facilities.
- Recreational and social needs of various age groups.
- Turf, grounds and landscape design and maintenance.
- Principles and procedures for implementing and directing a wide variety of recreation activities and the development of programs through community participation.
- Principles and practices of administration, budget and personnel management.
- Operation of City government and citizen advisory boards.
- Equal opportunity/affirmative action principles for employment and contracting.

Ability to:

- Plan, organize, coordinate, and direct the development and implementation of recreation programs suited to the needs of the community.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Resolve conflicts involving staff, program participants, and the general public.
- Analyze, interpret, and explain departmental policies and procedures; review, develop and implement division policies.
- Communicate clearly and concisely, orally and in writing; make effective presentations before city staff and the public.
- Supervise, train, and evaluate subordinates.
- Operate personal computer and applicable software applications.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's Degree from an accredited college or university with major course work in recreation administration, sociology, human relations, or a closely related field. A Master's Degree in a related field is highly desirable.

Experience: Six years of increasingly responsible administrative experience in the recreation and park program management and land use planning.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Park and Recreation Director

TO: Assistant to City Manager or City Manager